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ABSTRACT

Three short articles provide tape recording instructions for braille transcribers and teachers of the visually handicapped, for transcribing instructional materials. The first article gives instructions for creating a "mini" table of contents, or index, to be inserted at the beginning of each tape. The second article provides instructions for taping a structural formula and gives the structural formula of morphine as an example. The final article focuses on dictionary usage and causes of mispronunciations in tape-recorded lessons. (LH)

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SHARPEN your skills

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TAPE RECORDING

The "Mini" Table of Contents

Helen Perry, Chairman

Locating material on a tape is not easy even when pages, chapters and sections are carefully tone indexed. A "mini" table of contents or index inserted at the beginning of each tape saves students' time.

A simple method is to leave seventy-five seconds blank immediately after the opening track announcement of each tape. Write out the pages and materials covered on each track, then insert this information when the recording of that tape is completed. →

e.g.: "Track 5, continuing chapter 2, pages 63 to 81. Track 6, the end of chapter 2, pages 82 to 90, and chapter 3, 'Time and Space', pages 91 to 99. Track 7, continuing chapter 3, pages 100 to 116, and the beginning of chapter 4, 'Searching Space, Astronomy and Beyond', pages 117 and 118. Track 8, contains pages 119 to 138 of Chapter 4."

1. Return to the beginning of the tape, listen to the opening announcement, mark down the index number.
2. Check the space (75 seconds) by going forward to the first word of recording, subtract 3 and mark down that index number.
3. Rewind to the beginning of the space, then record the "mini" contents, stopping before the second noted index number.
4. Rewind to the beginning of the tape.

Your completed tape is now ready for duplication and use by your students.

Spring 1983

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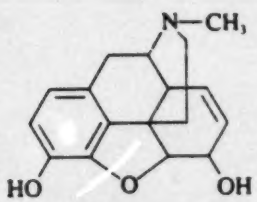
Chemistry

Helen Perry, Chairman

In response to recent queries, the following has proven to be an acceptable recording of a structural formula:

Figure 6.1

Structural formula of morphine.



Morphine

"Readers Note: figure six point one is captioned 'Structural Formula of morphine.'

"Morphine is made up of three six-membered homocyclic carbon rings and two heterocyclic rings, one five-membered, one six-membered.

Beginning at the bottom and reading clockwise: At the bottom, centre, is one heterocyclic five-membered ring, in which the fifth member is an oxygen atom.

To the left is a benzene ring that is six carbon atoms with alternating double bonds. There is an 'OH' attached to this ring at the lower left corner. Moving clockwise, a homocyclic six-membered ring without double bonds. It is directly above the ring first described.

To the right is a six-membered heterocyclic ring with five carbons, one nitrogen and no double bonds. Attached to the nitrogen, which is at the top of this ring, is a 'CH_3' group.

Next, a homocyclic ring with one double bond and an OH attached at the 'O' to the carbon in the lower right of this ring.

This ring is attached to the bottom centre heterocyclic ring first described.

. . . Text."

NBA Bulletin, Fall 1983

Say It Right!

Helen Perry, Chairman

Language is spoken and heard and all systems of writing are attempts to visualize these sounds. Some languages are orthographic — what you see is what you say — every sound is spelled in only one way and every letter affects the spoken word. Unfortunately for us, English is not one of them.

This point has been made before, in every edition of the *Tape Recording Manual* and in various Skills Columns in the *Bulletin*. While preparing the new edition of the *Tape Recording Lessons*, the Committee expanded the materials on the causes of mispronunciations and developed some new materials on dictionary usage. This has been included in the *Lessons* because there will be no new edition of the *Manual* in the near future. We then realized that they had never appeared in one place before and that they would be of value to both beginning and experienced tape recordists and so have decided to reprint them here.

Lesson Three: Pronunciation

Incorrect pronunciations are undoubtedly the most common errors found in tape recordings. There are two major sources for these errors: the failure to realize that you don't know the proper pronunciation of the word, and the failure to understand what your dictionary is trying to tell you.

As you begin reading aloud, you will soon discover just how much more extensive is your reading vocabulary than your spoken one. Every recording volunteer must be constantly alert for the words which he has known and understood for years but has never actually heard. A corollary of this problem is the fact that language is constantly changing. If you last heard a word a long time ago, it's advisable to check if your pronunciation is still in use.

Two categories of words that are especially apt to cause trouble are:

(a) Words which have come into English from another language: Most become anglicized over time. "Junta" is now listed in most dictionaries as an English word and the Spanish pronunciation "hoonta" is becoming less common than the anglicized "dzhunta". But some words retain their original pronunciations, e.g. esprit de corps, décolleté and garage. It isn't even easy to spot all of the foreign borrowings though unusual spelling may provide a clue.

Latin presents special problems. If a Latin word or phrase is printed in italics, it should be given a Latin pronunciation, if not, an anglicized pronunciation is preferred.

There are also several kinds of Latin. The classical pronunciation is found in Latin-English dictionaries. Ecclesiastic Latin uses a more italianate pronunciation and legal texts should be read using the pronunciations listed in *Black's Legal Dictionary*. Biology and medicine retain the classic pronunciation only for the formal nomenclature of an organism.

(b) Proper names:
A man's name is whatever he says it is, no matter how it is spelled, and a place's name is whatever the inhabitants call it. Mr. Levine, Sr. may be Leh-vine and his son may call himself Leh-veen. Edwin Ginn, the founder of the publishing house, has a hard "g" in his name.

However, this rule may conflict with a second equally important principle. The primary purpose of language is communication. If a man becomes famous enough, his name will eventually be anglicized. It surely serves no useful purpose to give Julius Caesar, Marcus Cicero or Louis Braille's names their original pronunciations in an English book.

As a rule, proper names in foreign languages follow the general rules of pronunciation for the language. If you have exhausted the resources close at hand and haven't been able to find the pronunciation, consult the rules of pronunciation listed in a dictionary for that language or the Reference Section of the *Tape Recording Manual, Third Edition* and apply them. This does not preclude spelling the name as recommended in the *Manual*.

American readers should be especially cautious with British names. Many have retained older spellings for certain sounds and/or contain elided syllables. "Berkeley" is "Barclay", "St. Clair" is "Sinclair" and "Leicestershire", "Les-ter-sheer".

American place names are the trickiest of all. Beaufort (Bewfort), South Carolina pronounces its name differently from Beaufort (Bowfort), Texas. Illinois contains both Versailles (Ver-sails) and Cairo (Care-oh). In general, Spanish names have retained their original pronunciations more often than French, but not always.

To summarize: be constantly alert; never assume that a guess is correct.

Using the Dictionary

The first rule in using a dictionary is to make certain that the book itself is current. For most purposes a dictionary published within the last ten years is adequate; however, this standard may not suffice for rapidly changing technical and scientific fields.

There is little point in consulting the dictionary if you cannot interpret what you see accurately. The second rule is to familiarize yourself with the usages followed in your dictionary. These are ordinarily explained in a special section in the front of the book. When several pronunciations are given for a word, is the first preferred, the oldest, or is there no significance to the order? Incidentally, by all means use the pronunciation with which you are most comfortable if it is listed as an alternative with no qualifying adjective such as "also", "obsolete" or "Southern". In most dictionaries being listed first does

not mean "the most acceptable pronunciation". What is the proper pronunciation for each of the symbols used in the respelling of the words? How do you say bat, bât, bät, bât, baet and baut? A key is usually located at the bottom of each page, but some dictionaries, e.g. *Dorland's Medical Dictionary*, follow special rules which are given only in the front of the book. What kind of a mark indicates primary and secondary stresses and where are they located? Some dictionaries use a slanted mark placed over the accented syllable. Others use short vertical lines of different thickness to indicate primary and secondary stress, but may locate them either to the right or the left of the syllable to which they apply.

Consider the following entries for the same word taken from two different dictionaries, *Webster's Collegiate Dictionary, 5th Edition*, and *Webster's New Practical School Dictionary:*

Collegiate:	Webster's Practical:
wom'bat (wŏm'băt) Any of a genus (Phascolomys) of burrowing marsupials resembling a small bear	wom·bat \'wăm-,bat\ *n.* A brownish gray burrowing animal of Australia, resembling a small bear in appearance, the female of which carries its young in a pouch.†

How does the dictionary indicate foreign words and phrases? Are they printed in italics, followed by a notation, such as (L) for Latin? Are they printed in the main body of the dictionary or isolated in a special section?

Does the dictionary contain a special section giving the meanings of abbreviations, signs and symbols? This resource may save you considerable time hunting up a symbol in several reference works. The time spent reading the explanatory section will be repaid many times over.